

FIRST 5 PROGRAM SPECIALIST

First 5 San Mateo County is seeking a creative, resourceful and experienced professional to coordinate specific components of First 5's service delivery system, and help implement a contract management system that supports overall agency goals.

In this rewarding role, you will support internal staff and funded projects through oversight of contract processes and improvements for First 5 San Mateo County. You will work closely with existing program staff to develop contracts, monitor contract compliance, and provide technical assistance to funded agencies and other community partners.

The ideal candidate will have 4 years of experience in early childhood education or a closely related field, including experience in program planning and project management, budget development and monitoring, and program evaluation. Computer skills are essential to this position, as are excellent oral and written communication skills. Additional qualifications are listed on the Position Description located at the website listed below.

First 5 San Mateo County offers excellent benefits, including medical, dental and vision coverage, tuition reimbursement, and retirement plans. For application materials visit our website at www.first5sanmateo.org or call (650) 372-9500 x 223.



Success for Every Child

Immediate Opening

Applications Due:	June 22, 2007, 5:00 p.m.
Initial Interviews:	June 27 th & 28 th , 2007
Position Classification:	Program Specialist II/III
Monthly Salary:	\$4,379-\$6,424
Appointment Type:	Unclassified

Phone:	650.372.9500 x 223
Fax:	650.372.9588
Address:	1700 South El Camino Real, Suite 405, San Mateo, CA 94402
Email:	CAlvarez@co.sanmateo.ca.us